

# GEORGE

## The Records Manager

### Frustrations

I have to click too many links to reach the information I'm looking for.

I'm confused about where to start with Capstone General Records Schedule (GRS) and would like more training.

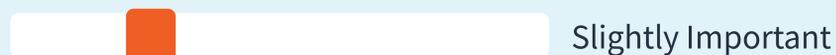
I'm having trouble finding guidelines for establishing a permanent electronic records storage system.

### Desired Features

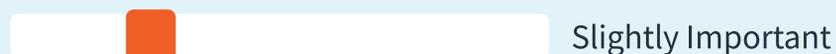
Mobile-Friendly



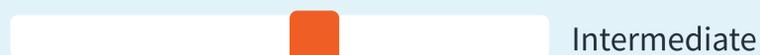
National Archives Catalog



Consistent Look and Feel



### Technical Expertise



### Devices Used



Mobile



Tablet



Desktop

Goal

**I need help understanding NARA's guidance on managing all types of records and how to implement it.**

### User Stories

I want to better understand NARA's GRS retention requirements so I can connect them to my agency's recordkeeping practices.

I want to find records management Capstone training so I can do my job.

I want to find NARA's guidance on storing records in a Federal Records Center (FRC) so that I can make sure my agency follows the policy.

I want to bookmark a list of guidelines for electronic records so I can access them later.

I want to access records control schedules so I can apply them to my work.

I want to find contact information for my records officer so I can ask her a question.

I want guidance on meeting Presidential directive requirements so that I can make sure my agency complies

**"I'm new to my job and need guidance on following NARA policy for managing records at my agency."**



The U.S. National Archives and Records Administration  
[www.archives.gov/digitalstrategy/personas](http://www.archives.gov/digitalstrategy/personas)